



Merstham Park School

Taynton Drive, Merstham, Redhill, Surrey, RH1 3PU



Exam Invigilators

Casual Workers

£12.65 per hour plus holiday pay.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.



About Merstham Park School

At **Merstham Park**, our **ethos** is simple - **igniting** a **passion** for learning. We are **proud** to be a **values driven** school which encourages its students to **embrace** these **values** in all that they do. This approach provides all students with the **opportunity to exceed** beyond their potential. We have a team of **passionate** staff who are **committed** to providing all of our students with the very best educational **experience**. We **recognise** the importance of academic **success** whilst **embracing** our wider role in **preparing** our students for their adult life beyond the formal examined curriculum.

Learning is central in our ability to succeed and prepare students effectively for tomorrow's world. We encourage our students to strive to achieve beyond their potential, allowing their academic achievements to open doors for them, while gaining a secure understanding of the skills required to be responsible citizens in our modern world.

We offer a broad and balanced curriculum that is tailored to meet the needs of our students. As a school we encourage each student's particular abilities to ensure that no child slips through the net. We provide our students with outstanding resources and support in every aspect of school life from small class sizes, to well-planned responsive lessons, to staffing and subject specific expertise. In September 2022 we opened our brand new state of the art building that encompasses facilities that benefit both our students and the community as a whole. Our new build is tailored to enable our students to develop unique skill sets in a truly first class educational setting through the creation of inviting, interactive and inspirational learning environments.

Our school is committed to the safeguarding of children, so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy to always request references prior to an interview.

Thank you for your interest in working at Merstham Park School and I look forward to welcoming your application.

Cullum Mitchell
Head of School



A Values Driven School


Our vision here at Merstham Park is simple:

“We are proud to be a values driven school that works closely with our community. We broaden students’ aspirations by providing a culturally rich learning environment where all students are valued, safe and successful.”



At Merstham Park School we pride ourselves on being a values driven school. This means we not only have a list of values on our website but we encourage our students and indeed staff to embody them in all that they do. The five values that we model at Merstham Park are:

Our School Values



INCLUSION	<ul style="list-style-type: none"> ▶ We strive to meet each child’s needs through a personalised, bespoke curriculum ▶ We respect each other for our unique characteristics and embrace equality for all ▶ We actively strive to support those members of our community who need our support
COLLABORATION	<ul style="list-style-type: none"> ▶ We promote leadership skills in our students through involving them in all aspects of school life ▶ We promote teamwork and recognising the power of working together ▶ We encourage our students to be independently minded whilst respectful of others within the community
RESILIENCE	<ul style="list-style-type: none"> ▶ We inspire a ‘can do’ attitude in our students to support them to overcome challenges ▶ We prepare and equip our students for their future, encouraging them to grow, learn and flourish ▶ We promote courage and resilience in all members of our community
RESPECT	<ul style="list-style-type: none"> ▶ We promote an understanding of others views and show consideration towards them ▶ We value our learning opportunities and approach them positively ▶ We demonstrate respect to all members of our community
SUCCESS	<ul style="list-style-type: none"> ▶ We encourage all our students to achieve their aspirational goals ▶ We have high expectations of our learning community ▶ We promote the celebration of shared successes

Igniting a passion for learning

Staff Welfare

The welfare of our staff is of the utmost importance. The list below details some examples of how we support the wellbeing of all of our colleagues.

Culture and Values

- A core focus on Learning and Teaching: it is the most important thing we do
- A culture of distributed leadership
- Trust: a leadership team that trusts you and is not 'Ofsted focused'
- A school that values everyone and firmly believes that a culture of positive relationships should be the bedrock of an organisation; we want you to love teaching and our students to love learning
- A history and culture of staff development within a caring multi academy trust, including opportunities to collaborate and progress within GLF - taking on a wider role across the Trust
- Expectation of 7am-7pm communication etiquette with no replies expected outside of these hours
- All meetings calendared to one day of the week so you are not meeting every day after school

Learning and Teaching

- Well planned meetings which focus solely on key school topics
- Fully research based Learning and Teaching strategy - not just the latest 'gimmicks'
- Clearly considered SEND interventions that are well targeted and regularly reviewed to ensure they are supporting students effectively
- Own classroom and good behaviour at the school

Training and Development

- Comprehensive CPD: we invest in your professional learning
- Regular career development opportunities, in a growing forward thinking school
- An appraisal system focused on professional learning; all within an embedded culture of collaboration and sharing best practice
- High quality external CPD and training through our MAT programmes
- Career development meetings with the Head regularly offered
- A culture of coaching - staff collaborate, support and develop one another

Employment Offer

- A designated Staff Association to ensure staff feel valued and supported, also allowing opportunities to give critical feedback
- Access to an external counselling and support service for mental health and well being
- Staff offers and discounts through the 'Wider Wallet' scheme
- Vehicle collection and drop off offered by a local garage if you choose to MOT your car with them
- One fully paid emergency family day per year if needed
- Staff social events and a variety of whole staff celebration evenings throughout the year
- MA offered with contribution to funding

Teacher Tapp Staff Survey



- Do your school leaders listen and respond to staff concerns?
 - 87% all or most of the time (MPS)
 - 49% all or most of the time (similar schools)
- I feel I am supported by my senior leadership team:
 - 94% agree (MPS)
 - 82% agree (similar schools)
- I have confidence in the decisions made by the leadership team at my school:
 - 97% agree (MPS)
 - 76% agree (similar schools)
- My school treats all employees fairly:
 - 94% agree (MPS)
 - 71% all or most of the time (similar schools)



State of the Art New Build



Merstham Park School is a new 6FE (900 pupil) Secondary Free School (aged 11-16) and is part of the GLF Schools Community. In September 2018, the school opened in temporary accommodation on the site with one year group and then moved to its state of the art new build facilities in September 2022.

The school's motto is 'igniting a passion for learning' and the school aims to encourage every single student to succeed. This is achieved through the delivery of a broad and balanced curriculum with clearly considered curriculum intents. The curriculum supports the needs of the community and provides opportunities for the development of both locally and globally focused enterprises.

For further information on our facilities, please explore our website:

[Welcome to Merstham Park School](#)

GLF Schools - Job Description

Job Title	Examinations Invigilator	Job Reference	MPS-2024/25
Location	Merstham Park School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> To assist the Examinations Leader and the Examinations Administrative Assistants in the smooth and efficient administration and running of examinations, undertaking student invigilation, management of rooms, facilities and equipment. Experience is not required, as full training will be provided. 			
Key Accountabilities			
Main duties			
<ul style="list-style-type: none"> Familiarisation of the examination seating plan and associated Access arrangement requirements. To set up a laptop presentation in the examination room with details of the day's schedule. To give instructions to students at the start and end of examinations and to ensure all students have been given the correct examination paper. To assist with the setting up of examination venues in accordance with the Joint Council for Qualifications (JCQ), examination body and the school regulations and to adhere to these instructions at all times. To distribute question papers, answer booklets and associated materials at the beginning of the examination and arrange collection of such items at the end of the session. To liaise with the Examinations Leader and Examinations Administrative Assistants at all times regarding students' attendance, students' access requirements and any issues arising during an examination session. Ensure all students are in the examination room at the start of the session. To supervise students during the examination in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication, behavioural issues or supervision of students who have to leave the examination room are strictly observed by all parties. To carry out appropriate administrative tasks at the end of the examination, as required. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the school instructions. To play a key role in upholding the integrity of the external examination/assessment process. To attend training, refresher or review sessions as required. To undertake, where required and where able, other duties requested by the Examinations Leader. Supervision of clash candidates between examination sessions. Facilitating Access arrangements for candidates, for example as a reader, scribe etc.(full training will be provided). Examinations-related administrative tasks. 			
<ul style="list-style-type: none"> To assist in the efficient time keeping of the examination, ensure a clock, visible to all students, is in each examination room and that examination board instructions to 			

candidates are displayed in line with JCQ requirements.

- To open and check examination papers received, in accordance with the JCQ and awarding body regulations, allowing sufficient time to identify and resolve any discrepancies.
- To liaise with the Examinations Leader, as required, to ensure that provision is made for students who require Special Consideration.
- To respond to students` queries in accordance with examination regulations.
- To distribute additional paper and/or equipment, as necessary.
- To escort and supervise students who may need to leave the examination room in cases of emergency, ill health, or for the purposes of using the toilet.

Personal Responsibility

- Observe confidentiality as required in the role.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- Adhering to the School's Safeguarding Policy.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus.
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct.
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner.

Other

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Accountability

- Examinations Leader
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

GLF Schools - Person Specification

Job Title: Examinations Invigilator		
	Essential	Desirable
Education and Training		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths		√
Knowledge and Skills		
Excellent communication and interpersonal skills. Ability to communicate with students and members of staff clearly, calmly and accurately.	√	
Good organisational skills with accuracy and attention to detail.	√	
Good time management skills: reliability and punctuality.	√	
Need for confidentiality and integrity.	√	
Personal Attributes		
Enthusiastic team player.	√	
Ability to work on own initiative.	√	
Ability to work with others as part of a close-knit team, or alone, as necessary.	√	
Ability to adapt and be flexible and to keep calm under pressure.	√	
The ability to invigilate for several hours at a time, if required.	√	
Previous experience of working in a school or with young people.		√

Self- motivated.	√	
Ability to work to predetermined instructions to ensure students comply with examination regulations and conditions.	√	
Be confident and a reassuring presence to candidates in exam rooms.	√	
Ability to both patrol the examination room on a regular basis and to stand for periods of time. This is necessary in order to monitor the conduct of students.	√	
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